

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
SECOND QUARTER MEETING

Minutes of Tuesday, May 14, 2008

The Second Quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2008, was held at the Iron Hill Brewery, Wilmington, Delaware and was hosted by City of Wilmington.

There were thirteen (13) members and two (2) guests in attendance: Peter Gregg, City of Dover; Kim Cuffee, DSP; Tina Austin, Tim McMahon, Brittanni Barnes (guest), Gary Fullman and Jennifer Malcom City of Wilmington; Jay Burkes, OMWBE Office; Ruth Kowalski, Andrea Smith and Dot Pacqueur, New Castle County; Hilda Balascio, Retired; NCC; Janet Schukoske, ERP; and Mike Sabol, DTI. Our special guest was Jayne Armstong, Delaware District Director US Small Business Administration

1. Opening of the Meeting - Mike

Mike Sabol, President, called the meeting to order at 10:02 a.m. **He thanked Tina Austin and Tim McMahon for hosting the meeting.**

Mike had all in attendance introduce themselves

2. Reading of the Minutes - Janet

A motion was made by Peter, seconded by Ruth, to waive the reading and approve the minutes as printed. It passed unanimously. Please read them on-line.

3. Treasurer's Report – Mike

- a. The treasurer's report was handed out by Kim (copy attached).

Previous Balance:	\$36,526.89
Income	\$ 291.00
Expenses	<u>\$ 20,61.58</u> (\$20,000.00 is a Certificate of Deposit Artisan Bank)
Ending Balance	16,056.31

A motion was made by Dot, seconded by Tina, to accept the Treasurer's Report. It passed unanimously.

4. Committee Reports- Mike asked all Chairs to look over their Committee members to make sure they were current. A current list was passed out for review by the Committee Chairs.

- a. Finance Committee – Paul Giery

Paul was not in attendance. Mike said that there was no report. Mike reminded all that the approved Budget was in the Feb. minutes.

b. Program Committee – Janet

Janet asked if anyone had any ideas regarding future program.

c. Chapter Liaison – Mike

- Mike has not been in touch with the other chapter presidents in Region II. He will contact them before the next meeting.
- Mike talked about how we measured up according to the, “Measuring Chapter Success Matrix from the December 2007 Chapter Connection News letter. We have accomplished 33 out of 52 elements for a successful chapter. We concluded that our chapter is doing very well based on this matrix.
- Mike talked about the Forum in Charlotte

d. Awards and Scholarship Committee – Pete

Pete will bring copies of the draft program to the next meeting.

National Awards:

- Pete printed out the applications and made them available to the members. If anyone would like to submit an application, get with Pete.
- National has changed their applications to make it easier to submit.
- Pete discussed the changes to the National Awards program. He stated that the Small Chapter Award criteria have been changed for chapters under 60 members to chapters under 80 members. This will mean more competition for us.
- We will discuss the applications further at the next meeting.

e. Membership Committee –Tina (Mike appointed her at meeting.)

- Peter suggested that we contact the Maryland chapter to see if they have any members on the Eastern Shore that might like to join our chapter due to the close proximity.
- Mike talked out the NIGP Spirit Cup contest going on at National. The contest is to see how many new National members they can get during a certain time period. Not sure how long the contest runs.
- Pete sent out emails to the town Mangers and Finance Directors letting them know about the up coming meeting.
- Mike presented Kim and Jay with their New member certificates.
- Tim is retiring. Mike thanked Tim for all his years of service to DPPA.

f. Education Committee – Andria

Andria gave a report about the upcoming seminar. The Education Committee has decided to host Marketing 101 for the Procurement Professional. They would like to host it next March. They are looking into a location. They are thinking about Appoquinimink Library because it is a central location. She said if they decide not to hold the seminar than they need to give NIGP 45 days notice.

g. Public Relations – Cliff

Cliff was not present to give a report. There was Open discussion about Purchasing Month.

- New Castle County had a very successful Pie day. The County also issued a proclamation announcing Pie day.
- The City of Dover presented a Purchasing Month Proclamation at the City Council meeting in March. Peter accepted the proclamation along with Sussanne and Janet. Janet will scan the proclamation and email it to Mike to send out to the membership.

Mike gave out Purchasing Month buttons.

h. Strategic Planning – Mike

Mike received no updates so our Plan will remain the same for 2008.

i. Historian – Open

Mike is looking for a Historian. It was suggested Hilda. She did not commit.

Hilda solved the mystery of the Large framed NIGP Chapter Certificate. It was lost awhile ago when it was accidentally left at a meeting. Mike will contact National for a new one.

5. Unfinished Business/Old Business - All

- Mike brought up the Reverse Trade show. He stated that after Paul Brennan's update on NIGP's Reverse Trade Show possible ethic issues, we have decided **not** to go ahead with the planning of this event.
- Mike will bring up the Reverse Trade show question at the National Leadership symposium in Charlotte.
- Mike indicated that he submitted the 2008 DPPA Chapter Assessment information.

- Mike asked how many people were going to attend the National Forum. As of now we will have four people attend the Forum.
- Mike ask if he and Pete could be reimbursed \$35.00 each for the Leadership Symposium held the day before the Forum. The request passed unanimously.
- On June 17 from 1-2pm NIGP will be offering a free webinar on how to host a seminar. Andrea stated that she would attend.

6. New Business - All

- Special Thank you ceremony was held for Tim McMahon. Tim was one of the original members of DPPA and he will be missed greatly. Tim has served on many committee's and his dedication to DPPA has been outstanding. Tim has requested to be kept on as a retired member. Tim was presented with a plaque and money to go to dinner with. **We are going to miss you Tim!**
- Mike thanked Sussanne Jara (even though she was not present) for including mention of DPPA in her article in the State Police news letter. Sussanne was being honored as Employee of the Quarter. Congratulations Sussanne!
- The 3d quarter DPPA meeting for 2008 is scheduled for Tuesday, September 16, 2008, at 10:00 a.m. The meeting will be hosted by the Dept. of Corrections, somewhere in the Dover. The presenter will be Paul Baker, Prison Industries.
- The following meeting has been scheduled for the balance of 2008:

November 18, 2008 – New Castle County
- Pete will be hiring Store keeper/Buyer position in the near future.
- Tina said that the City of Wilmington will be hiring for Tim's position in July. You must be a resident of Wilmington.
- Tina passed around a flier for Tim's Retirement Luncheon. It will be held Fri, June 20th from 12:30 – 2:00. Please get money to Tina.
- Pete announced he had stopped smoking

7. LUNCH - 12:00 noon

8. Presentation :

Afternoon presentation was given by Jayne Armstrong, SBA; and Jay Burk, Office Minority and Women Business Enterprise.

9. Adjourn – Mike

Mike, again, thanked Tina Austin and Tim McMahon for hosting the meeting!

Mike adjourned the meeting at 2:30 p.m. (We were told we had to leave be the restaurant or we would be have to pay an additional fee)

Respectfully submitted,

Janet Schukoske CPPB
DPPA Secretary
5/23/08

**DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT
February 20, 2008 to May 14, 2008**

						Comments:
PREVIOUS BALANCE				\$36,526.89		
<u>INCOME</u>						
-						
General						
Membership		\$140.00				4 Renewals
Lunch Payment		\$151.00				13 members paid for lunch
TOTAL INCOME			\$291.00			
<u>EXPENSES</u>	<u>CK</u>					
	<u>#</u>					
-	-					
General	-					
Evans Enterprises	1117	\$262.08				North Star Grill -(2 comp meals - morning food/drink; tip - \$111.08)
NIGP	1118	\$208.00				2007 Chapter Assesment
Artisan Bank	1119	\$20,000.00				Certificate of Deposit
Ruth Kowalski	1120	\$191.50				Reimb Airfare NIGP Conf
NIGP	1121	\$100.00				2008 Chapter Insurance
TOTAL EXPENSE			\$20,761.58			
ENDING BALANCE				\$16,056.31		